



<https://www.premierpersonnelgroup.com/find-a-job/purchasing-expeditor/>

Purchasing Expeditor

Description

6 Month Temporary Assignment Starting in July

The Purchasing Expeditor plays a crucial role in ensuring the smooth and efficient procurement of materials and suppliers for our organization. This role is responsible for the purchasing and delivery of materials and services while expediting the purchasing process and ensuring that goods are delivered on time.

Responsibilities

- Supporting direct buyers, Supplier PO confirmation management which includes updating Syteline with order date confirmations, communicating with suppliers to expedite material deliveries as needed
- MRO buying for DFW and SLP and reporting PO/Delivery Status
- Handling the administration of new supplier setup
- Maintaining the RFQ Spreadsheet
- Maintaining Syteline data sets at the discretion of the buyers (contract prices, supplier changes, etc.)
- Purchasing point person for working with finance and the buyer to resolve supplier payment issues
- Supporting the Planning Manager and VP of Purchasing, Logistics, Supply Chain and Procurement for new project introduction: progress tracking visibility and status
- Future functional responsibility for FAI PO issuance and expediting
- Publishing weekly purchasing reports such as outstanding PO's, past due reports, etc.
- Future responsibility, management of the supplier award program (not yet established)
- Future responsibility, management of the Purchasing metrics and publication of performance results (measurements not yet established)
- Additional responsibilities as assigned by the V.P. of Purchasing
- Other tasks required to support Strato's Strategies.

Qualifications

- Strong organizational and time management skills, the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with suppliers and internal stakeholders.
- Attention to detail and accuracy in order tracking and documentation.
- Proactive problem-solving abilities and the capacity to work well under pressure.
- Proficiency in Microsoft Office
- Strong negotiation skills and the ability to obtain the best pricing and terms for the organization.
- Knowledge of procurement and supply chain management principles and practices.

Hiring organization

Premier Personnel Group

Employment Type

Temporary

Beginning of employment

Mid July

Duration of employment

Full Time-Temporary-^ Months

Industry

Manufacturing

Job Location

Monmouth Junction

Base Salary

\$ \$27

Working Hours

8 am to 4:30 pm

- Ability to analyze data and make informed decisions based on market trends and suppliers' performance.